



UNPAID INTERNSHIP OPPORTUNITY

Graduate Level Student Internship Position

Does this position require: ☒ Driver License ☒ Fingerprinting Background check

Use of City vehicle to perform task Use of private vehicle to perform task

Description of Internship – Perform para-professional level work for the **City Manager's Office** related to public administration and or marketing and communications including (but not restricted to):

- 1) Assist the City Manager in special projects dedicated to the operations to ensure city growth and preserve the safety and quality of life for the City of Chula Vista residents.
- 2) Use initiative and application of skills and education.
- 3) Use research and writing skills by studying an issue, recommending solutions and drafting a management report.
- 4) Work directly with residents and city staff on service delivery to the public.
- 5) Work semi-independently and be resourceful and systematic in approach to various assignments and tasks.
- 6) May be responsible for a significant level of a department project or be part of the project team.
- 4) Expedite business projects through City discretionary review and permitting processes.
- 7) Other duties as assigned

Skills Required:

Knowledge of: basic knowledge of public administration and/or public relations/communications; computer equipment and software applications related to assignments. Ability to: perform professional-level research and prepare reports; read and interpret typical business correspondence, reports and City or department policies; make presentations where applicable, coordinate multiple activities.

Daily routine requirements & specifications:

- Arrive for scheduled work hours promptly.
- Adhere to code of confidentiality related to constituent information, City policies, guidelines and procedures (required signature on acknowledgement).
- Dress code minimum: business casual.
- Maintain work area and equipment in a clean and orderly condition.

Task Competencies:

Equipment Used - Personal computer and related equipment (databases, spread sheets, word processing, monitor, keyboard, etc.); shredding machine; printer; copier; fax; typewriter; desk; files; storage cabinets; calculator.

Software used - Microsoft Office Word/Excel, Internet Explorer/Netscape.

Environmental Conditions - Office setting.

Physical Requirements - Sitting for extended periods; prolonged exposure to computer monitors; some travel between department buildings; must prioritize well and focus on completion of assigned tasks; must operate various input/output devices including keyboard and computer "mouse"; maintains a positive and objective "customer service" approach and attitude even when confronted with difficult situations.

Time Commitment:

Length	Internship duration	Hours Per Week:	Days
(months):	<input checked="" type="checkbox"/> 210 hours or	between 10 to 20	Per week: between 3 to 5 days/week
Time	<input checked="" type="checkbox"/> Semester	hrs./week.	

Commitment:

Work Site

Name/Location 276 Fourth Avenue Chula Vista, Ca. 91910 Building 100

**For consideration,
please submit a letter
of interest and your
resume to:**

Fabiola Pasten- Mendiola
City-wide Volunteer Program Coordinator

Phone: (619) 691-5000
Email: fmendiola@ci.chula-
vista.ca.us